

# Job Opportunity

July 17, 2006

With CDA  
it's not just  
another job  
it's a career!

## DUTY STATEMENT

Please refer to  
CDA8 #0607-766-001  
on your application.

Applications will be  
accepted until FILLED.

All applications will be  
screened and only the  
most qualified will be  
interviewed

E-mail your application  
and resume to:  
**careers@aging.ca.gov**  
or  
for more information go  
online to:  
**[http://www.aging.ca.gov/  
html/jobs/  
career\\_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**  
or  
mail your information to the  
address below:

**CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES**

1300 National Drive,  
Ste 200  
Sacramento, CA 95834  
TDD 1-800-735-2929  
(916) 419-7525  
(916) 928-2269



**APPLY NOW  
CLICK HERE!**

## AGING PROGRAM ANALYST I

Permanent Full-Time Position

Salary: (Rg. A) \$2,558.00 - \$3,150.00

(Rg. B) \$2,769.00 - \$3,441.00

(Rg. C) \$3,321.00 - \$4,139.00

Make a difference! Join the CDA Team working  
with programs that serve older Californians, family  
caregivers and adults with disabilities.

This position is located in the Monitoring Protocol  
Team of the AAA-Based Team B that is  
responsible for assuring that the 33 Area  
Agencies on Aging (AAA) and their local service  
providers accomplish all provisions set forth in the  
Older Americans Act and the Older Californian's  
Act.

### PROGRAM:

Under the general supervision of the Policy Manager/Team Coach (SSM II) and the lead APA II, this position is part of a 5-member team that assumes the leadership role in scheduling and arranging all aspects of annual monitoring visits to 8 of the 33 community planning agencies (AAAs) located through out the State under contract with the Department and conducts some components of the onsite monitoring review.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Communicate directly with AAAs to coordinate the receipt of various documents that will be utilized by CDA staff on the monitoring visit.
- Conduct onsite monitoring of some components of a AAA's administrative functions to ensure compliance with federal and State requirements.
- Complete the write-up of the Preliminary Report of Corrective Actions presented to the AAA at the onsite visit exit conference.
- Assemble team write-ups, enter, and edit the monitoring report released to AAA and submit the AAAs response to the final report and proposed corrective actions for approval by the onsite monitoring Team.
- Input information and maintain the database that captures monitoring findings.
- Schedule hotels, meals, and all other travel arrangements for the onsite monitoring team.
- Possess computer skills that include Word, Excel, Access, and Outlook and the ability to effectively write and present views.
- Moderate travel, as necessary, up to 25%.

### WHO MAY APPLY:

Applicants currently at the Aging Program Analyst I (SSA) level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

